

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3SFN**  
**15670 NE 85<sup>th</sup> Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**Request for Proposal**

***The City of Redmond is interested in seeking proposals from qualified consultants to provide selected broker services for the City.***

**RFP 10209-10/CHA**

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The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

**Scope of Work - Overview**

The City of Redmond seeks qualified consultants with demonstrated experience in providing broker services as identified in the City's scope of work, which is attached, as Attachment A, and shall be incorporated into this RFP by this reference.

**Due Date/Time**

**3:00 PM (local time) on Monday, April 26, 2010.** The City of Redmond – Purchasing Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85<sup>th</sup> Street, PO Box 97010, Redmond, WA 98073-9710, fax: 425-556-2185. Questions received after April 21, 2010 may not be answered.

**Response Requirements & Format**

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

**Response Requirements:**

- 1) **Executive Summary & Approach** - Summarize your firm's qualifications and special expertise in performing the type of services identified in the City's scope of work. Include a conceptual plan to structure the City of Redmond's program (i.e., consolidation of packaging of policies, layering and financing techniques), a brief assessment of the current program, proposed alternative program, and rationale for your proposed plan.
- 2) **Pricing Methodology** - Provide itemized price/fee schedule for the specifications proposed and for any variation of non-routine services, inclusive of Washington State sales tax and any other applicable governmental charges. The proposal should include what services will be included in the basic fee, plus the methodology for determining the cost of additional or supplemental services. The City is seeking firm fixed, three-year term pricing for the initial term of its contract. Renewal options may be eligible for adjustment at the current CPI-W rate in effect at the time of renewal. If proposing an alternative pricing structure, your

proposal must include evidence of price protection for the City over the expected three-year term of the contract plus any agreed to extension.

- 3) Qualifications & Experience – Describe your firm’s qualifications and staff experience in providing broker services similar to the City’s needs as identified in its scope of work for this project. Include a summary of your firm’s premium volume for the past three years by the following types of coverage: General Liability, Automobile Liability, Property, Excess Liability and all others. Also, for the most recent year only for each of the above coverage, an indication of the number of policies the premium volume represents. If your firm is a branch or subsidiary office of a national or multi-office firm, the above information must be provided for the local office only. Include summary biographies (or resumes) of key staff to be assigned to perform this work. Describe their experience relative to this type of work along with their primary duties/roles proposed.
- 4) A list of references (including contact name and telephone number) of at least three (3) recent or current clients of which are open to allow the City of Redmond to contact them for an appraisal of the services they are receiving from your firm. List of governmental accounts comparable to the City of Redmond should be specifically included. The City reserves the right to contact references without prior notification.
- 5) Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 6) The City requires three (3) printed response copies, unbound, and not exceeding a total of 6 pages (please double side your pages) in length/content as identified above. Company sales literature and staff resumes shall be attached to the response as an Appendix and do not apply against page count. In keeping with the City’s environmental sustainability efforts, do not bind your proposal, nor include binders, report covers or unrequested indexing/divider pages. Use of recycled content paper is preferred.
- 7) A statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at:  
<http://www.redmond.gov/insidecityhall/finance/buslicense/applt.asp>
- 8) A statement indicating the number of calendar days the proposal shall be valid for (the City’s minimum number of days is 60).

**Cooperative Purchase Language:**

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party’s accepted bid price. By submitting an offer, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Contractor to cover the city’s contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 30 days post award (for one time purchases).

### **Selection & Award**

All interested individuals are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee.

<b>Evaluation Criteria</b>	<b>Weight</b>
<b><u>Proposed Fees/Costs</u></b>	30pts
<b><u>Approach &amp; Understanding</u></b> ( <i>Demonstrate comprehensive understanding of the City's needs with respect to the coverage types and ability to establish and market an insurance program for the City of the size and nature as described in the City's scope of work</i> )	30pts
<b><u>Qualifications</u></b> ( <i>Company expertise &amp; demonstration of ability to perform identified services and competency of personnel to be assigned to the City's account</i> )	15pts
<b><u>Experience</u></b> ( <i>company and staff expertise with accounts of similar size and nature</i> )	15pts
<b><u>References</u></b> ( <i>relevant examples of recent work performing services of similar size and nature</i> )	10pts
<b>Total</b>	100pts

Upon selection of a Consultant, the City intends to enter into an agreement using its standard, Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment B, and shall be incorporated into this RFP by this reference. The initial term shall cover a two year period. Thereafter, the agreement may be renewed for two additional, two year terms under the existing terms and conditions by mutual agreement by the City and Consultant.

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

### **Questions/Inquiries**

Please direct any questions concerning this Request for Proposal, the City's requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

Connie Allen, CPPO, C.P.M.  
Purchasing Manager  
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[callen@redmond.gov](mailto:callen@redmond.gov)